THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

1. Self Awareness

The ability to summarise your strengths, professional value, interests, knowledge and experience.

Self Awareness

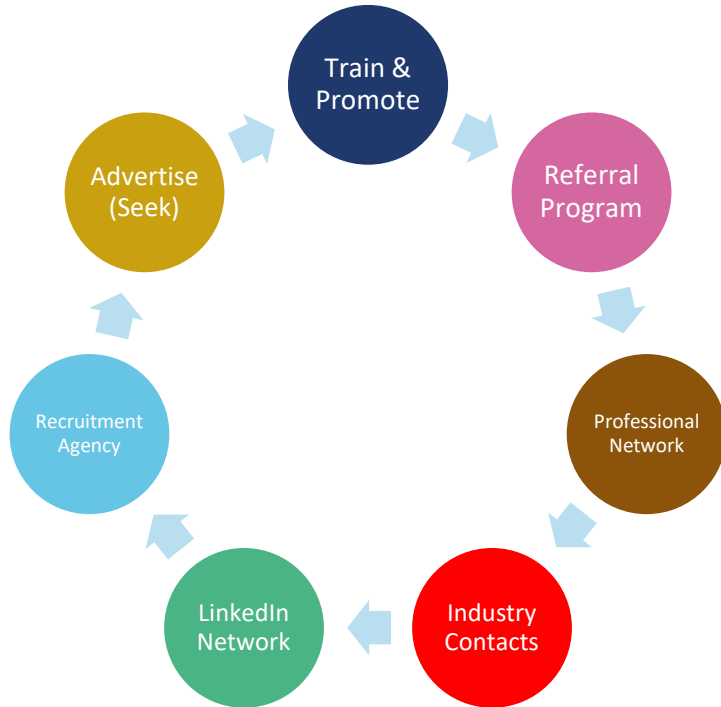| Identify Skills	Identify Professional Value
Am I good at this?	How do I make a difference
Do I enjoy this?	What would happen if I didn't do what I do?
Does it add value?	What is the value of all this effort?

2. Job Search Skills

The process of connecting with people, *rather* **than connecting with the job.**
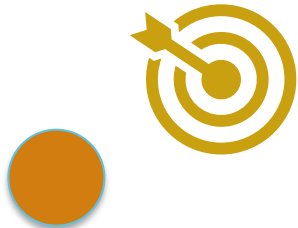
- ✓ Courage
- ✓ Curiosity
- ✓ Conversations

How do Employers Recruit?

Inbound & Outbound Networking

Inbound:
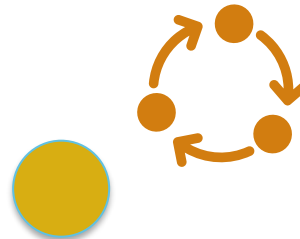Close to the person you are trying to reach

Outbound:
People you know and people they know

Communication & Networking

An information interview is a **conversation** with someone already in a role/industry that interests you.

It's an opportunity to gather **information** about jobs and possible careers, by **interviewing** people who work in the industry or similar roles.

Get Curious

Organisation - Connect with organisations directly, on the phone. Introduce yourself, explain the purpose of your call.

"Good morning, my name is Mitchell, I am a student from the University of Newcastle, with a Bachelor of Design (Architecture) and a Masters in Project Management Built Environment - I am doing some research about Project Management in your industry. Could you recommend someone I may be able to speak with briefly?

Individual - Connect with individuals via LinkedIn – Request to Connect. Write a tailored note, explain your intention.

"Good morning, I am a graduate from the University of Newcastle, with a Bachelor of Design (Architecture) and a Masters in Project Management Built Environment. Currently, I am doing some research about the role of a Project Manager in Construction and hoping to set up a 15-minute interview to gain some more insight about the day-day requirements of your role. Would you be available in the coming weeks, to answer 5-6 questions about your role? I can email you a few questions prior to our meeting, if that's more convenient.

Information Interviews

- How did you get into this job/industry?

- Can you tell me about a day/week in your work life?

- What are the major tasks/responsibilities in your job?

- What are the main skills and attributes required?

- What are the challenges facing the industry?

- Can you tell me about related jobs in a similar field?

- Can you suggest how someone with my experience, can break into the industry?

- Is there anyone else in your network I should speak with? May I use your name?

Noticed | Informed | Interesting

After 5-10 **Information Interviews,** these things happen:

1) You're noticed. The network of people working in the area you are curious about, have now heard of you

2) You're informed. Started using the same language and terminology of the insiders

3) You're interesting. You can say "I've just spoken to xxx from xxx and they are doing xxx right now….

What, How & Why...

What	How	Why
Involves being curious and interested	Ask questions and listen	Gather information, career advice and support
It's about giving, not taking! Be authentic, show genuine interest	Ask questions and listen	Build knowledge, confidence, connection
Be visible, get noticed, interact, exchange of information	Ask questions and listen	Gain new insights, build a good reputation through networking
Know your intention, find people you can help	Ask questions and listen	Receive introductions, access to new connections

Networking F2F

"Hi my name is Helen, this is my first networking event, may I join you?

- "Have you been here before?"
- "Tell me a bit about yourself and your area of business"
- "What is the most interesting thing about your area of work?
- "How did you get into the industry?"
- "What do you hope to gain from this networking event?"

Conclude: "Thank you for your time, it was a pleasure speaking to you. May I connect with you on LinkedIn?

Intention (Elevator Pitch)

Intro – Where am I now? (Your degree, why you choose that degree, any relevant info about YOU
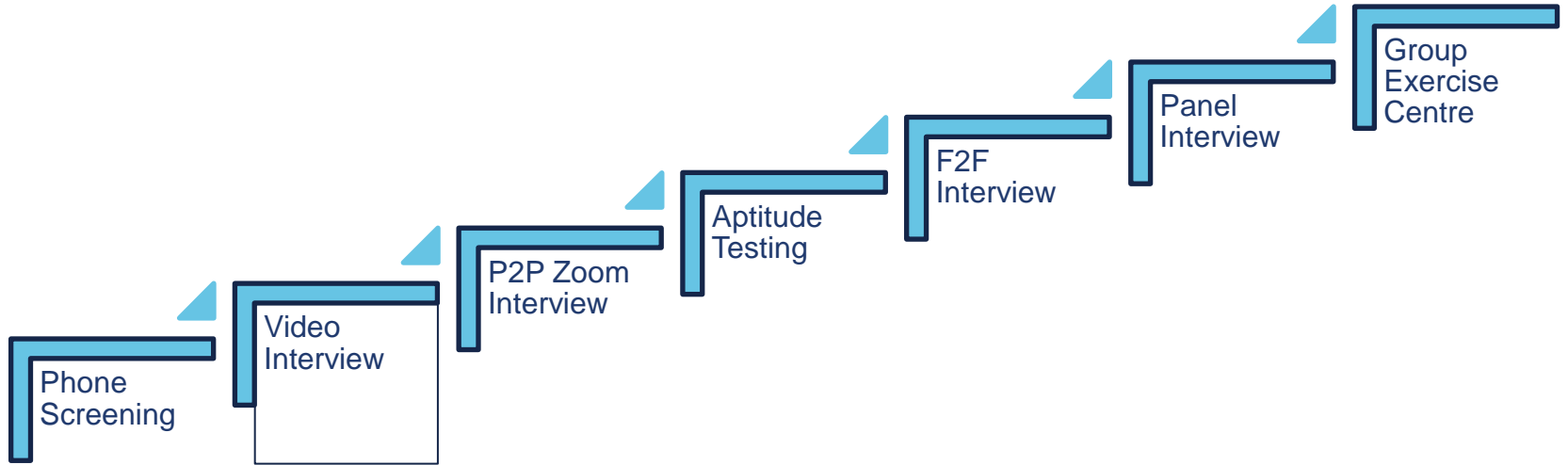
Experience – What do I like to do? (Include work/experiences: internships, volunteer & ECA)

Skills – What value do I offer? (Any relevant, transferrable or "added bonus" skills, soft & technical)

Goals – What I want out of a job/career (Objectives, intentions, interests outside of study)

Ask – How will I get there? (Who can I connect with? / Who could I help?")

3. Job Interview

Phone Screening

Video Interview

P2P Zoom Interview

Aptitude Testing

F2F Interview

Panel Interview

Group Exercise Centre

Prepare

- What are their goods/services?

- How are they different from their competitors?

- Do they have multiple locations?

- When/Why was the company founded?

- Who is their current CEO/Managing Director?

- What are their current and upcoming projects?

- What is the ASX share price?

- Follow their social media, YouTube, LinkedIn (Company and Employees)

Interview Etiquette

- Arrive 10 minutes early

- Mobile phone OFF

- Smile, make eye contact

- Wait to be invited to sit down

- Avoid fidgeting

- Listen to question
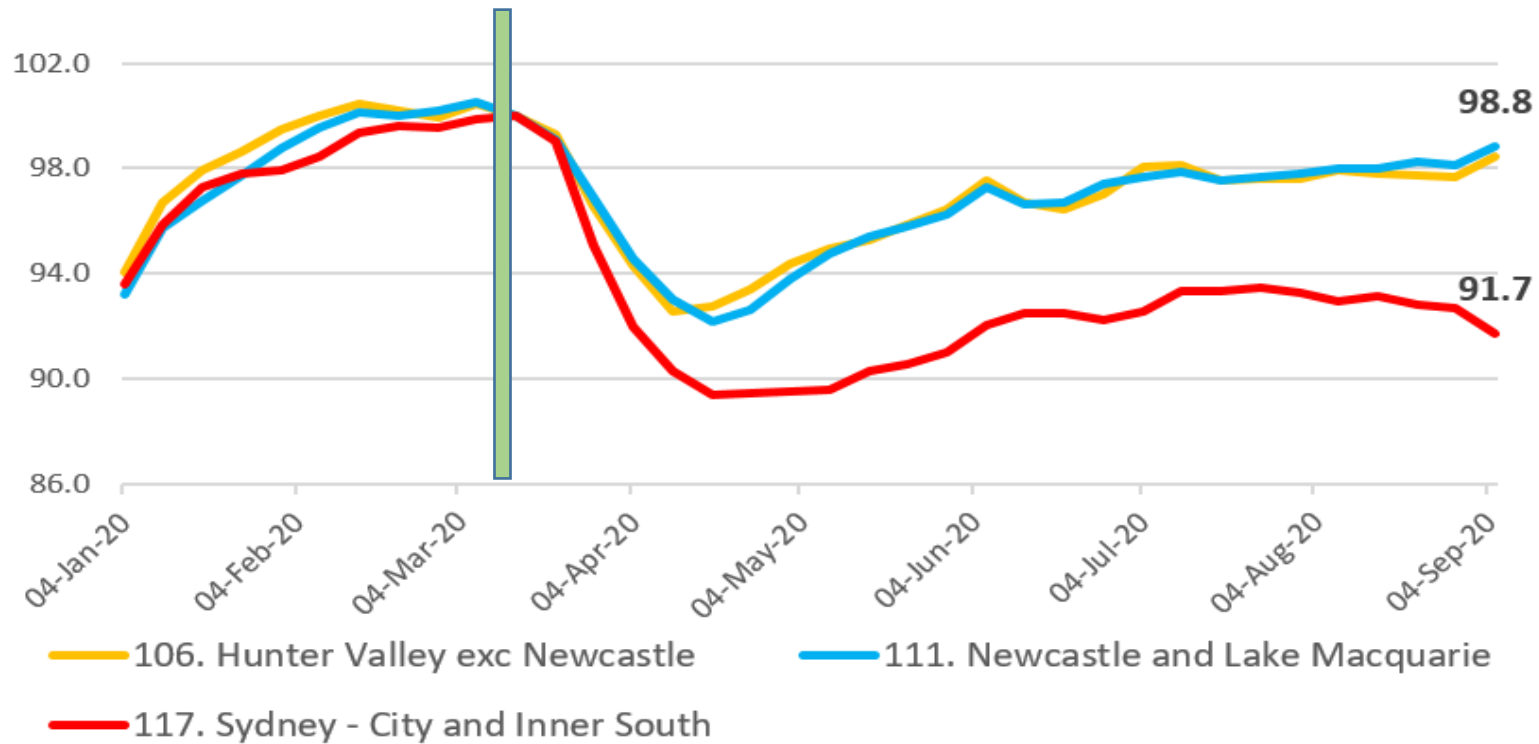
- Speak clearly, be positive

Interviewee Questions

- *If successful, what will I be required to accomplish in the first 6-12 months?*

- *How do you assess the performance of staff?*

- *Would you be able to utilize my additional languages?*

- *Do you have any initiatives planned in the next 1-2 years?*

- *What are some of the challenges I could expect in this position?*

- *Why do you enjoy working with XYZ, how long have you been here?*

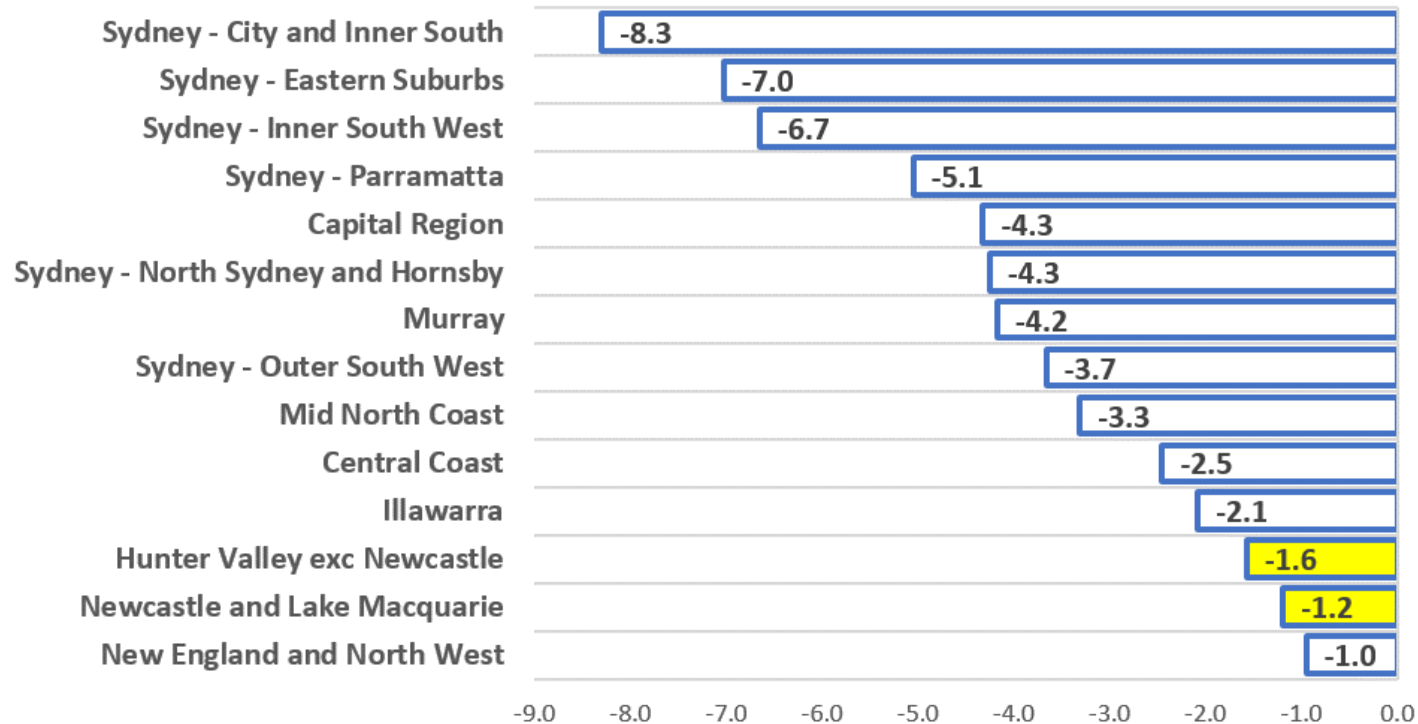- *What is the timeline for the interview process?*

Hunter – Payroll Job Losses
Rate of recovery

98.8

91.7

- 106. Hunter Valley exc Newcastle
- 111. Newcastle and Lake Macquarie
- 117. Sydney - City and Inner South

Hunter Comparison — Payroll Job Losses
14 March to 5 Sept 2020 (Change since 100th case of Covid)

Region	Value
Sydney - City and Inner South	-8.3
Sydney - Eastern Suburbs	-7.0
Sydney - Inner South West	-6.7
Sydney - Parramatta	-5.1
Capital Region	-4.3
Sydney - North Sydney and Hornsby	-4.3
Murray	-4.2
Sydney - Outer South West	-3.7
Mid North Coast	-3.3
Central Coast	-2.5
Illawarra	-2.1
Hunter Valley exc Newcastle	-1.6
Newcastle and Lake Macquarie	-1.2
New England and North West	-1.0

-9.0 -8.0 -7.0 -6.0 -5.0 -4.0 -3.0 -2.0 -1.0 0.0

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Callaghan: Level 3, Student Services Centre

NUspace: Student Central, Ground Floor

Ourimbah and Sydney: request an appointment via 'Ask a Question' in CareerHub